VENDOR INSTRUCTIONS FOR DATA FILE

Along with these instructions, you should have the file layout for the Data file. It is in an Excel file and is designed in list form, not as the column headings you would use. Please refer to that document as you read this.

WHY A DATA FILE

The Department of Developmental Services (DDS) was contacted by two new vendors who had been providing services through the Department of Rehabilitation. In addition to the all of the changes they were experiencing, they were faced with having spent thousands of dollars on accounting and billing programs that would suddenly not provide the required forms required by DDS. At the same time, several regional centers were bothered by the amount of effort required to process invoices through the EA process.

If a new method could be developed to accept information differently, the billing programs the vendors used could be adapted, with less cost, to produce, not just the invoice information, but also the monitoring information required for habilitation services.

Further, as effort was being made to better incorporate habilitation services, we considered what information would be required.

PUTTING TOGETHER THE CONCEPT

DDS worked with the two vendors and Alta regional center in determining what information would be required. Consideration was given to vendors who provide habilitation services only and other services that might use the Electronic Attendance (EA) process for invoicing. A list of required fields was put together and a test file was created by one of the vendors.

The file layout was set up so a text file could be downloaded from any billing program. It was determined that the information should be moved from at text file to Excel to allow the file to be sent to someone within the vendor's business to review before sending it in as an invoice. In addition, by placing the information in Excel, information could be password protected.

Once a test file was generated, work was done on the accepting a file within the parameters of normal EA processing. A new program was being developed that allowed regional centers to accepted either the normal Electronic Attendance file format (now known as CAFÉ V) or the DS1964, which was used for Group Habilitation Services. The 'Data File' format was considered and then added to this process. In this manner, regional center personnel do not have to have any higher level of expertise for processing these files.

Unfortunately, DDS was also in the midst of implementing the California Developmental Disabilities Information System (CADDIS). This is a new accounting and case management system that will be used throughout the state of California in the regional center system. Because of limitations and also because of new opportunities, the file layout had to be adapted to work for current regional center accounting systems and for CADDIS.

INFORMATION ABOUT THE DATA FILE

The resulting file layout will allow vendors to simply download billing system information into a text file, in the required order, and then save that file in Excel before emailing it to the regional center. No Heading information should be placed in the file, only data.

The file will contain information required for invoicing and monitoring. Regional centers must receive specific information in order to invoice, such as the vendor number, the service code of services, and attendance information for each of the people who received services. In addition, for habilitation, vendors are required to report information on each of the people for whom they provide services. Information such as productivity, the amount of intervention and which groups people participated in. By including both elements in the file, only one file needs to be generated for each vendor number.

Below is the list of fields required for the Data file. Each item will have a brief explanation of what information belongs in the field and, because some fields require different treatment for different services, specific exceptions are noted.

1) Record Type – Set up for current Accounting Systems to identify the type of record; ALL records should have a 'D' in the first field.
2) Provider Program Name – The name of your company.
3) Provider Program ID – This is the vendor number issued to you by the regional center. If you have multiple vendor numbers, you should only input the vendor number that this file pertains to. Only 1 vendor number per file and only the attendance/monitoring information for that vendor.
4) Provider Contact – A company accountant or owner who the regional center would normally contact.
5) Provider Contact Email – The email address for the Provider Contact.
6) Provider Contact Phone – The phone number, including area code, of the Provider Contact.
7) Provider Address – Your Company's street number, street name, and suite or unit number, if applicable.
8) Provider City – The City of the location where the headquarters of your business is located.
9) Provider Zip – Provider Address Zip Code.
10) Structure ID (Regional Center number) – This is the regional center for whom you wish to bill. If you are providing services for several regional centers, each will required a separate file. However, Group Habilitation services are sent in

with multiple regional centers. This field will be used in place of the 'funded by' column, so, for 950 services, you may have a different number for each consumer.

11) Invoice number – For most companies using the Data file, you will not have an invoice number each month. If you know the invoice number, please include it for each line. However, if you do not know the number, please leave this field blank.
12) Invoice Data – Here again, Data File users will not know the date the invoice was generated (as a rule) and the field should be left blank unless you are aware of the date.
13) Authorization Number – This is provided by the regional center. There should be a field in your billing system that contains this information. Because the data file will not have the invoice number each month, making sure information such as the UCI and Authorization numbers, is critical.
14) Consumer ID (UCI) – This number is also provided by the regional center. It is a 'Unique Client Identifier'. If a consumer works with the regional center in any way, the regional center will be able to provide a UCI number. If the consumer is the responsibility of the Department of Rehabilitation, they will still, almost always, have a UCI number. Please be sure this information is updated and accurate. The field should always be populated unless the name listed is a Job Coach providing Group Habilitation Services – Service Code 0950.
15) Last Name – This is the last name of Each Consumer (OR JOB COACH for 950 services).
16) First Name – The first name of Each Consumer (OR JOB COACH for 950 services).
17) Service Code – With the advent of CADDIS, this will become a 4 digit code. However, until that point, our current service codes only have 3 characters and your programs will not be required to provide a leading zero. The service code is provided by the regional center as part of your invoice.
18) Sub Code – The Sub-code is a field that is currently valid for many services. It is not a required field. If there is no sub code for the service you are providing, please leave this field blank.
19) Service Date – This should be formatted in the mm/dd/yyyy format. If services are being provided for August, 2005, then the field should be populated as 08/01/2005. Because Excel will show information differently, depending on how fields are formatted, it is important to have the date with all required characters.
20) Attendance Only Flag – This flag was created so that some regional centers could accept information even when their accounting system didn't have an authorization. A couple centers had gone through the authorization process, but kept track of those authorized services outside the system. Now, this field can be left blank except for 0950 services. If the service code you are populating a file for is Group Habilitation, please be sure that this field has a 'Y' in the Attendance Only field.
21) Fields 21 – 51 are the daily units of attendance. Generally, attendance is entered, as it should be billed. For example, if a program is paid according to the hours of of service provided, each day should include the number of hours provided that

day. On the other hand, if a program is paid per day, then a ‘One’ (1) should be input for each day attended. There are exceptions:

   a. For Residential programs that are paid based on a monthly amount, a ‘one’ (1) should be entered for each day;
   b. For Contracted Services, depending on the service, you may need to enter either the miles, the number of trips, the days attended, the hours of service or another measure of service. Generally, the measure to report is according to the contract made for those services between the vendor and the regional center; or
   c. For WAP Services, Service code 0954, programs are set up to be paid only for either a full day, a half day or not at all. Vendors will need to calculate the appropriate amount to be paid for each of their consumers and will need to input the appropriate amount.

   Generally, to ensure that you are populating the file properly, you should work with the regional center to determine how attendance information should be reported.

22) Total Units of Attendance – Simply provide the total of units report during the 31 days of the month.
23) Total Billable Units – This field can be left blank. This field will be used when CADDIS is implemented, and is available for services such as residential services. Though a person may have been in a place of residence for 31 days, there is only one (1) billable unit, the rate for the month.
24) Rate – this, too, can be left blank. It will be used in rare cases. Otherwise, please leave this blank.
25) Total Dollars Billed – if a rate is input, then the total dollars billed will be rate times unit. If the rate is per month, then this will be the monthly rate. This field does not need to be populated.
26) Inpatient Approved – This field can also be left. This information is for a very rare case where a residential provider normally provides services, but because the consumer has been hospitalized, services are not being provided. In any case, if you are a vendor that has billed for Inpatient Approved services, you will know that this needs substantial back up documentation that must be submitted. Your file should be followed by the documentation.
27) Vendorizing regional center – This is just what it sounds like. Each vendor number you use was originally vendorized by a regional center, which is not necessarily the RC that you are billing. Please ask the regional center for this number.
28) Job Coach Flag – This field is used for only Group Habilitation Services, service code 0950. If the name provided is a job coach, place a ‘Y’ in this field.
29) Staggered Approved – Again, only for Group Habilitation Services, enter a ‘Y’ if the consumer is approved for staggered services.
30) Approved Lunch – Again, only for Group Habilitation Services, enter a ‘Y’ if the consumer is approved to receive a paid lunch.

31) Last 4 digits of the SSN – This field is for the Department of Rehabilitation (they will also use these files). In some cases, the first character may be a zero and may not show. This is not a problem, but the field should allow for 4 characters.
32) Hours of Job Coach Services Provided – Generally, this field will be left blank, except for SEP Individual Services, service code 0952. If you are reporting attendance for these services in this file, please enter the total job coach hours of service provided for this specific vendor number for 952 services.
33) Hourly Wage – This information is reported for Habilitation Services, either service code 0952 or 0954 (SEP Individual Services or WAP, respectively). Otherwise, the field can be left blank.
34) Attended Hours – Because Habilitation Service Code 0952 does not report actual hours, this field has been provided for the total of the ACTUAL hours attended to be reported. Percentages are calculated using this figure. So, while the attendance reported each day will be either full, half or zero units (for programs being paid based on a daily unit), this field allows the vendor to report the actual hours consumers were at the program. A total of all hours of participation are reported for the month in this field.
35) Total Hours of Paid Work – Again, for SEP Individual Habilitation Services, this additional information is required. For other services, this field can be left blank.
36) Percent of Intervention – SEP Individual Habilitation Services require that the percent of intervention be calculated. This information can be placed in this field. Otherwise, this field should be left blank.
37) Productivity – This is a field that is for WAP Services, also a Habilitation service. Calculate the Productivity and input this amount for each WAP Consumer. For all other services, this field can be left blank.
38) DOR Facility Number – For all Habilitation Services, otherwise, leave the field blank.
39) SEP Group ID Number – For Group Habilitation Services, each group is assigned a number. If you are not sure on which number to use, please contact the regional center. All other services should leave this field blank.
40) Completed By – The name of the person who is considered the contact person for this file.
41) Completed By Phone – A phone number to use to contact the 'Completed By' person.
42) Completed by Email – The email address that can be used to contact the person identified in the Completed By field.

GENERAL INFORMATION ABOUT THE DATA FILE

All the information about these files is placed from the top down. However, the data file should actually be created with each of the fields above being placed horizontally. In this manner, each record, for each consumer, will have a row of its own. This means that the file will extend out over 70 fields. But, this file was not developed for its user friendly aspects, but the ability to process an extensive amount of data in a few simple steps.

The fields above generally apply to all services. However, as noted, several, especially near the end, are for Habilitation services only. Where a field does not apply to the service you are providing, you can leave the field blank. For proper information, such as authorization numbers, UCI numbers, appropriate recording of attendance, and other such details, only a discussion with the regional center can properly address these issues. After completing a review of this document, you should contact the regional center to discuss details.

Because this file is intended to address several types of forms and requirements, there are several fields that not everyone will need to use. For those that do use them, life will be easier.

If your Information Technology department can simply have your billing system create a text file that is saved to a PC, that file can be emailed to someone who is responsible for sending the information forward. That person can open the file in Excel and the password protect it. This will give them a chance to review it. As it is the sender that is responsible for the file, they should be reviewing the file.

After the file has been password protected, the file can be attached to an email. The email, under new requirements for Electronic Attendance, will need to include the new DS 2085 form, which is an electronic certification statement. With paper invoices, vendors were required to sign the invoices. This is to both confirm the validity and accuracy of the data, and it acknowledge specific certification statements. The act of including the DS 2085 in your email will act as an electronic signature for the same reasons. You should discuss this form, as well as the initial sign up form, with your regional center.

WHAT IS IN THE FUTURE FOR THESE FILES

These files have been designed to work for the regional centers, the Department of Developmental Services (DDS) and the Department of Rehabilitation (DOR). Consideration was given to the accounting systems currently in use and those that will be used in the future. We have designed them to be used for invoicing, the DS1964 form, the DS1972 form and the DS1971 form. In addition, we have set up processes so that the regional centers can accept this form as easily as they accept other forms and we are working on the process that will allow both DDS and DOR to use the files as though they were the same as other forms. That is a large bill to fill. And, while it works currently, and may well work when CADDIS is implemented, there is a chance that system requirements or legal requirements may cause changes.

Also, when CADDIS is implemented, Habilitation services will need to be placed in their own file, as they will have to be processed separately from other services. You may want to keep this in mind when you are creating the programs that will create your data file. Once the programs are in place, future changes should be minimal and, the time savings provided to the larger vendors should more then compensate for the limited effort required in the future.

CONCLUSION

Discussions with the your Information Technology section, as well as your accounting department should be held. Much of the success of this process relies on accurate and timely input of the required information. Then, the programs to extract the data will be more successful. People should be brought in for their concerns as well as impressing upon people the importance of their input to the success of this project.

We believe that people will only benefit from these processes. To begin submitting a data file, please contact your regional center to get signed up and discuss the process in more detail.